

Description

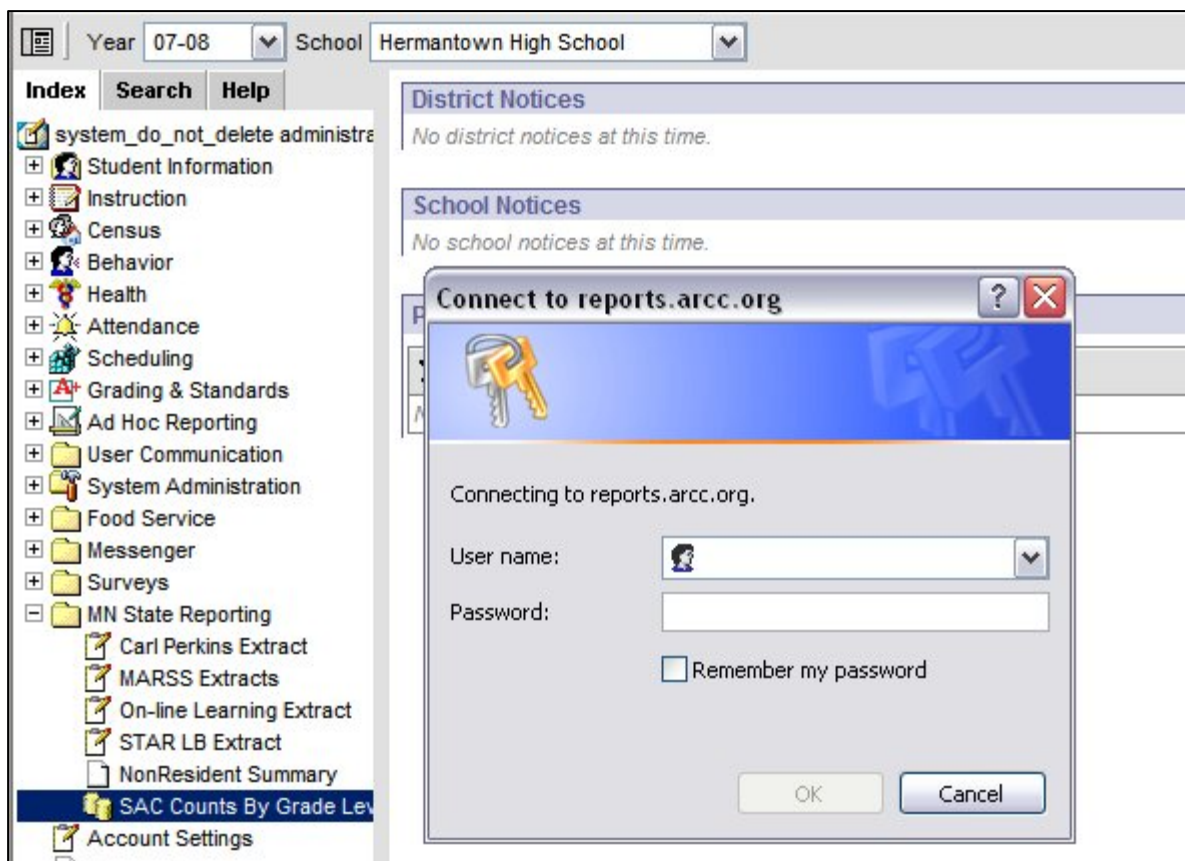
SQL Report used to tally records by Grade Level for SAC Codes selected. The report is grouped by local school buildings. SAC Counts are sorted for each grade level and within each school building. Select desired State Aid Codes (SAC) from a selection list prior to running this report.

Please Note:

- Report totals will vary relative to and dependent upon those SAC codes selected.
- This report runs selected calendars.
- Only counts currently served (active) students.

Instructions

Navigate To The Report: This report can be found in the Campus Index at: MN State Reporting>SAC Counts By Grade Level. (Note: If you can't navigate to that location you'll need to see your district Campus contact to get Tool Rights granted.)



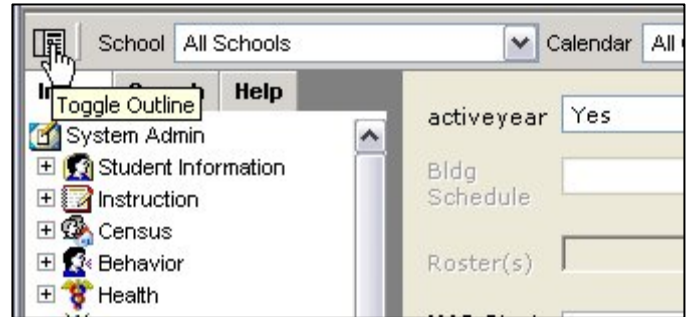
Enter Your Logon Information:

User Login: rs2005\stu####
(where #### is your 4-digit district number)

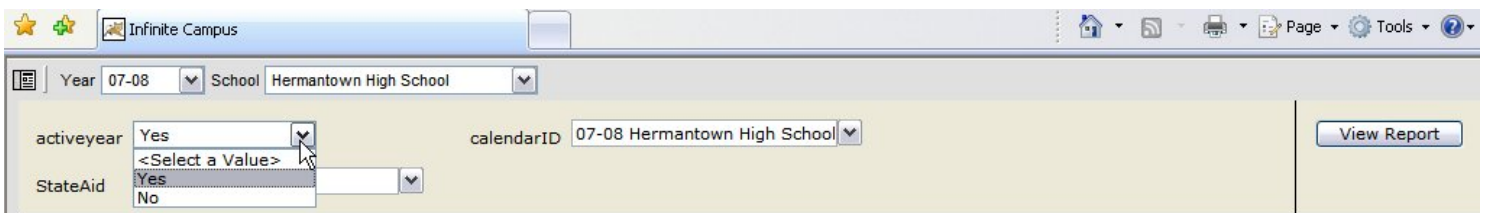
Password: use your ODBC reports password.
If you don't know the password, contact your district rep for Infinite Campus.

Report Selection Criteria

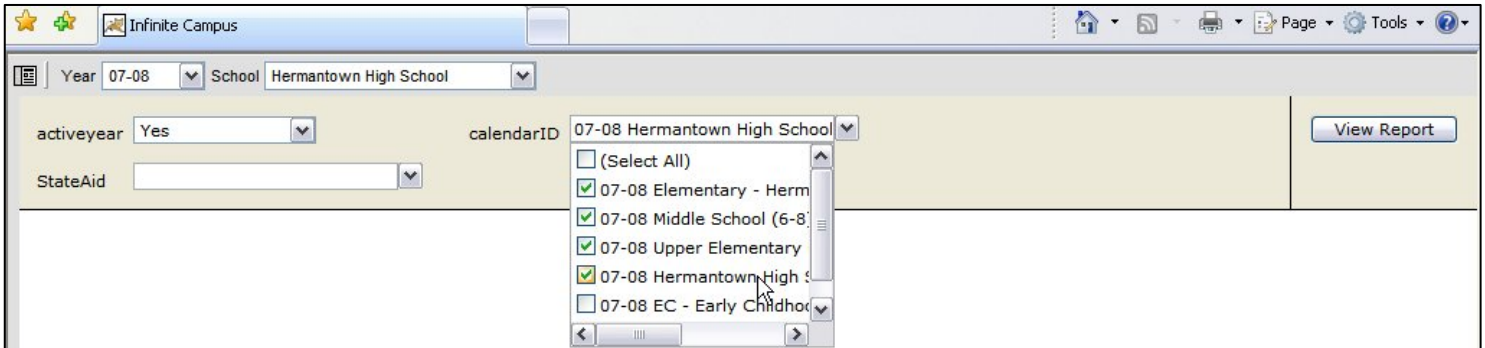
Click the 'Toggle Outline' Button: This 'turns off' the index and gives you more screen room to see all the buttons you need to filter and run your report.



activeyear: Default is 'Yes'. Selecting 'No' will allow access to ALL authorized calendars.



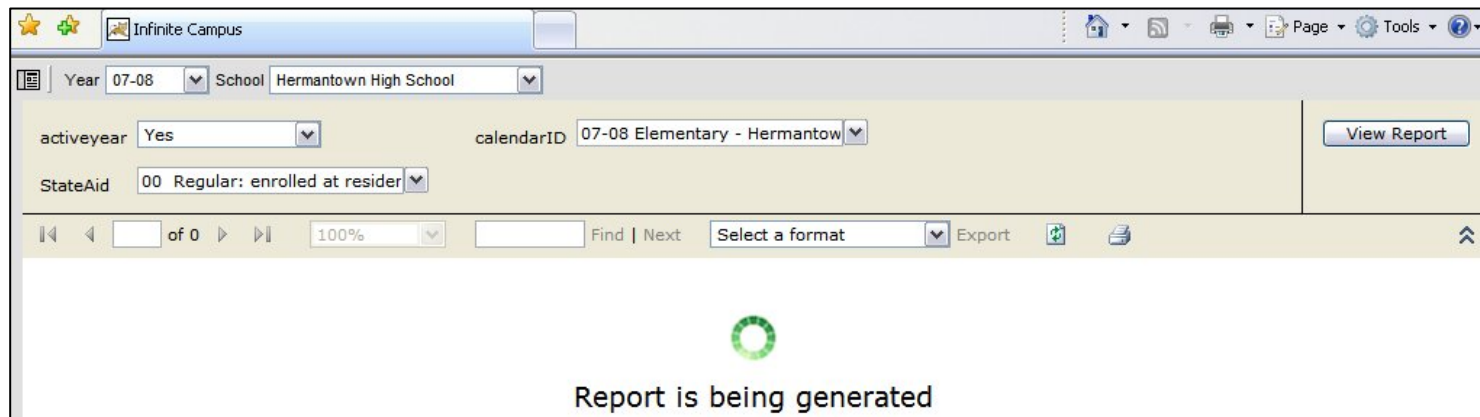
calendarID: Select desired calendars for the report. DON'T select calendars that aren't reported on MARSS, for example, 'other' census calendars.



StateAid: Select the desired State Aid Code(s) desired to be included for this report. Under normal circumstances you should avoid the 'Select All' feature when using drop list selections.



View Report: Click this button to generate the report. You should see a message indicating that the report is being generated...



Your report display should be similar to that shown below.

The screenshot shows the Infinite Campus web interface with the report displayed. The report title is 'SAC Counts By Grade Level'. The table has the following columns: 'Local School Bldg', 'Grade', 'State Aid Code \ Desc', 'SAC Counts', and 'Total for Grade Level'. The data is as follows:

Local School Bldg	Grade	State Aid Code \ Desc	SAC Counts	Total for Grade Level
Hermantown Elementary School				
	01	00 - Regular: enrolled at resident district	113	
	01	01 - Open Enrollment	26	
				139
	02	00 - Regular: enrolled at resident district	127	
	02	01 - Open Enrollment	27	
				154
	03	00 - Regular: enrolled at resident district	116	
	03	01 - Open Enrollment	24	

Exporting Data From The Report:

Select a format: This is where you determine the type of external file that will be extracted from your report. ARCC supports use of Microsoft Excel, so **select 'Excel' from the drop list.**

If you decide to select a different file type, you'll be 'on your own' when it comes to file questions.

Export: Click on 'Export'

If everything is working right, a new browser window will offer you an option to Open, Save or Cancel operations on the new Excel worksheet.

Select **'Save'** from the popup window. The file should save as a Microsoft Excel worksheet to your specified destination.

After opening the file in Excel, click on **'File'**, Select **'Save As'**: Be sure to give each building file a UNIQUE name!